

LOSFA Expenditure Pre-Approval Form

Use this form to obtain LOSFA program approval for the purchase of program-related materials as budgeted in each school's contract. Each form must be accompanied by a preliminary invoice or individually itemized list of expenses.

Contract #: _____ Requested by _____
(Name of school district)

Proposed Date of Purchase: _____

School Name: _____ Principal: _____

District: _____ District Contact: _____

LOSFA On-Site School Coordinator: _____ School Phone: _____

Select **ONE** initiative per form.

Standard:

- ☐ College Kick-off ☐ FLY Tour ☐ College Acceptance Day
☐ La College Application Month ☐ TOPS Retention/Check
☐ FAFSA Workshop/College Goal Sunday ☐ Leadership Summit

Special:

- ☐ ACT Prep ☐ Advanced Placement/Intl. Baccalaureate
☐ Campus Field Trips ☐ Dual Enrollment ☐ PBIS
☐ Tutoring ☐ Course Credit Recovery

Current District Balance	\$
This Expenditure Amount -	\$
New District Balance	\$

Vendor Information: Additional vendors may be included on an attachment.

Vendor Name: _____

Phone: _____

Vendor Contact Person: _____

Number of attached pages: _____

Preliminary Invoice Total: \$_____

Attach an itemized invoice or list that shows each proposed purchase, the cost and a subtotal that includes shipping, handling, and/or sales tax. Requests without itemized lists will not be reviewed.

Expenditure Type(s): ☐ Fee(s) ☐ Transportation

☐ Meals/Snacks ☐ Materials & Supplies

☐ Other _____

Deliverables for Tutoring and Course Credit Recovery (Special Initiative)

- Test scores/grades prior to and after receiving the tutoring and/or credit recovery intervention
- Number of students attempting and successfully completing credit recovery courses
- Documented usage of technology/software through students sign-in/out sheets and activity reporting
- Student demographics (gender, grade level, race/ethnicity) merged with course grade data file.

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____

Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

Deliverables for College Acceptance/Award Recognition Day (Standard Initiative)

- Data files listing student names, colleges applied and colleges accepted to
- Award Ceremony Program
- Digital photo and caption

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____

Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

Deliverables for Dual Enrollment (DE) and Advanced Placement International Baccalaureate AP/IB (Special Initiative)

- Total # AP/IB or DE Courses offered in previous and current semester
- End of AP/IB or DE course grades
- Student Demographics (gender, grade level, race/ethnicity) merged with course grade data file

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____

Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

Deliverables for ACT Prep (Special Initiative)

- List of students enrolled in the ACT Prep Program
- ACT Test scores prior to and after ACT prep intervention

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____

Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

Deliverables for Louisiana College Application Month (LCAM) (Standard Initiative)

- Sign in sheets for LCAM attendees listing college(s) applied to
- Number of college application successfully completed prior to, during and after LCAM event
- Digital Photo and Caption of activities and events

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____

Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

Deliverables for College Kick-Off and LOSFA FLY Tour (Standard Initiative)

- Sign in sheets
- Pre- and/or post-surveys (LOSFA provided)

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____

Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

Deliverables for College Goal Sunday, Campus Field Trips (Standard, Special Initiative)

- Student and Parent sign-in sheet(s)
- LOSFA Pre and Post-Survey (if applicable)
- Digital Photo of Students on Trip

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____

Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

Deliverables for PBIS (Special Initiative)

- Number of students receiving disciplinary referrals prior to and after PBIS Intervention
- Number of students receiving in-school suspensions prior to and after PBIS Intervention
- Number of students expelled prior to and after PBIS Intervention
- Rate of attendance prior to and after PBIS intervention
- Digital Photo and Caption of PBS awards ceremony or related activity

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____

Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

By signing below, I understand that this expenditure request is not fully authorized until signed by both the LOSFA Field Outreach Director and the LOSFA Field Outreach Program Coordinator for the school requesting this expenditure.

Signatures for Approval:

(Principal)

(Date)

(District Representative)

(Date)

LOSFA Use Only
Reviewed for allowability.
LOSFA Field Outreach Program Coordinator

Date: _____

Reviewed and Approved.
LOSFA Field Outreach Director

Date: _____